

User's Manual

Carl D. Perkins

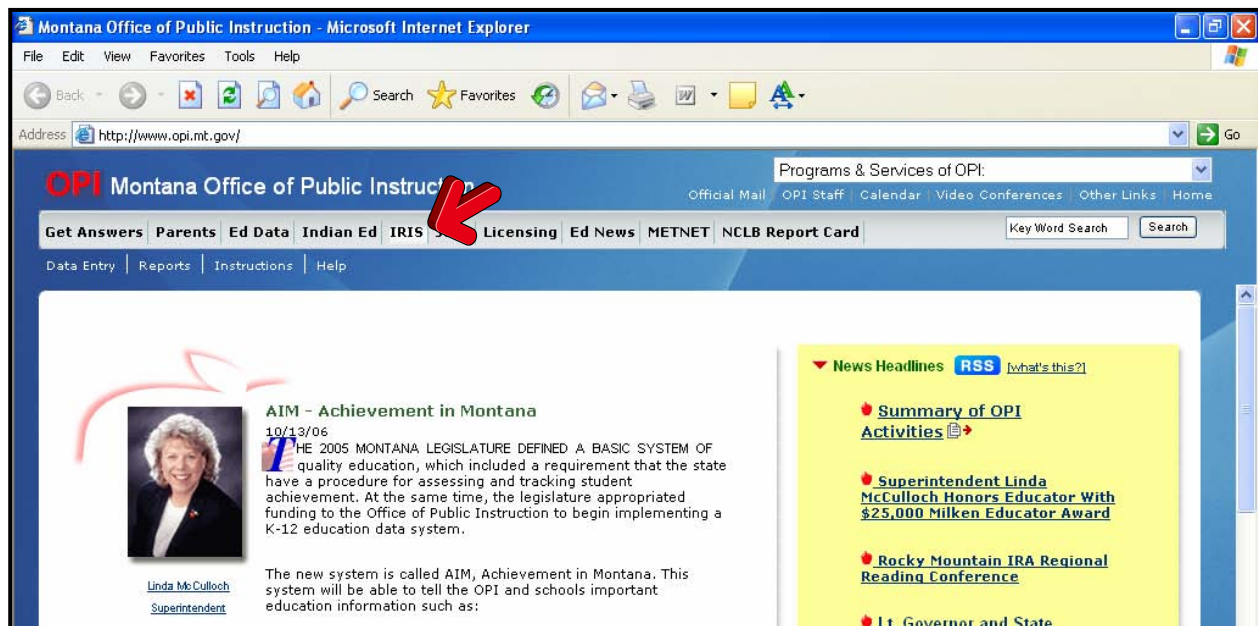
Accountability Follow-up

Electronic Data Collection

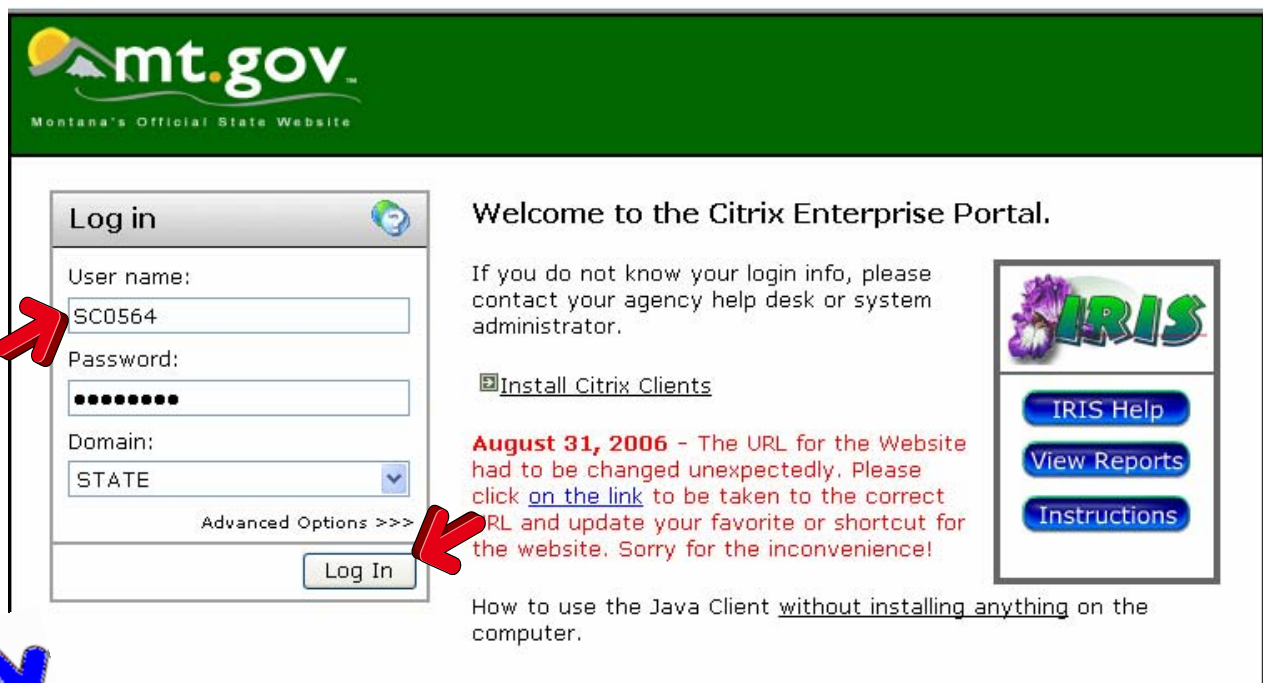


Fall 2006

To access the Carl Perkins Accountability system, go to the OPI Web page, www.opi.mt.gov. Click on the IRIS tab.

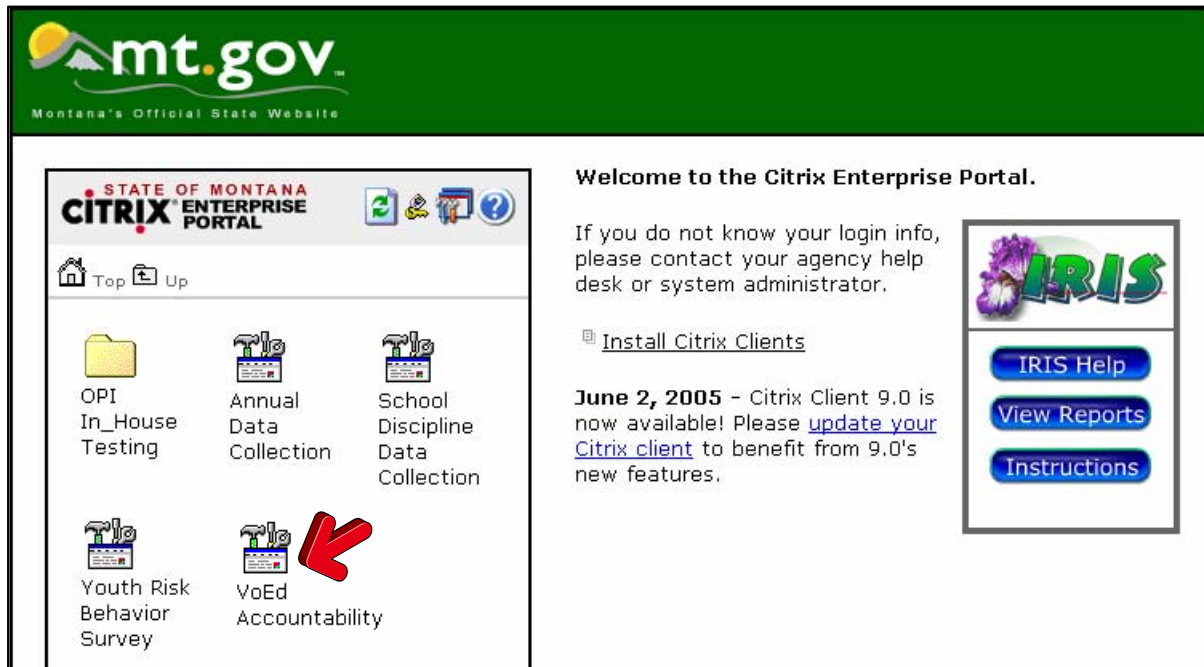


Enter your user name and password and click “Log In.”



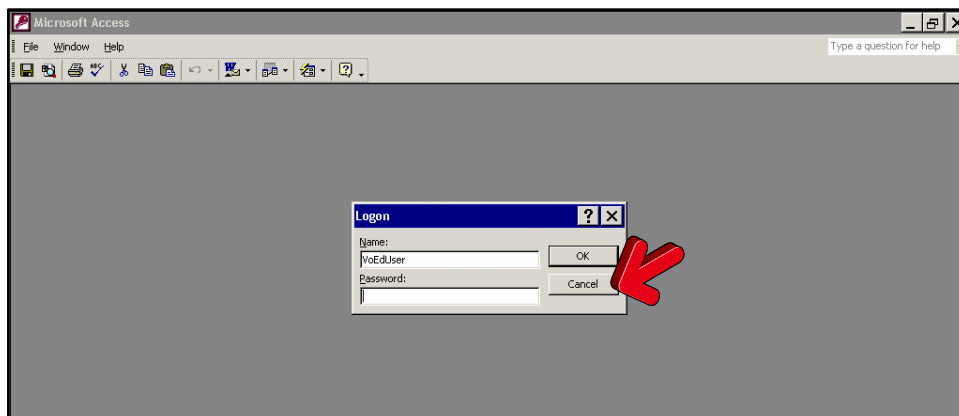
Your user name and password is the same for all Citrix applications. Use the one assigned to your school (not district) for other Citrix applications your school uses. Your user name will begin with “SC.”

Single click the “VoEd Accountability” icon.



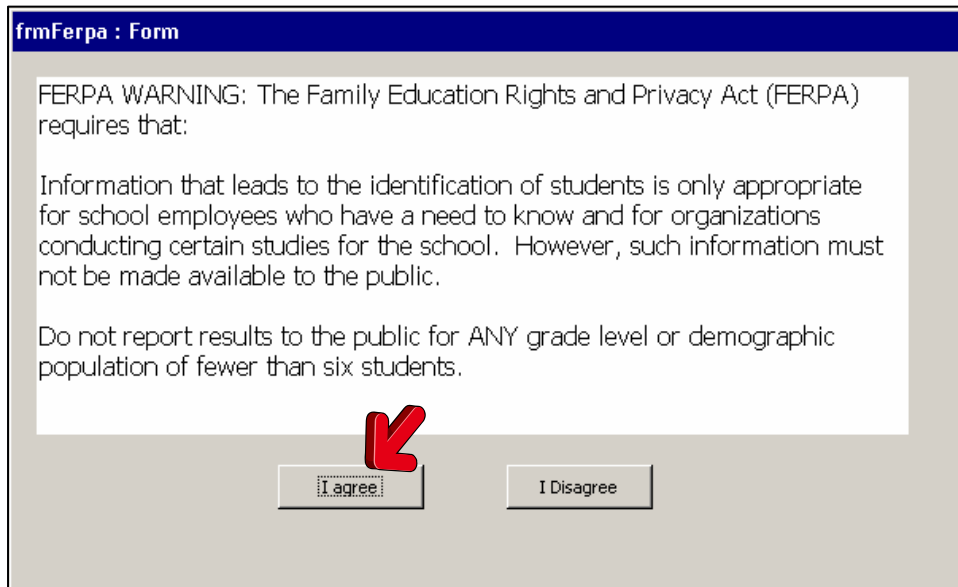
(Your choices might look different than this.)

Click “Cancel” when this log-in screen comes up.



FERPA Warning

Click “I agree” to continue.



The screenshot shows a window titled "frmFerpa : Form". Inside, there is a text area with the following content:

FERPA WARNING: The Family Education Rights and Privacy Act (FERPA) requires that:

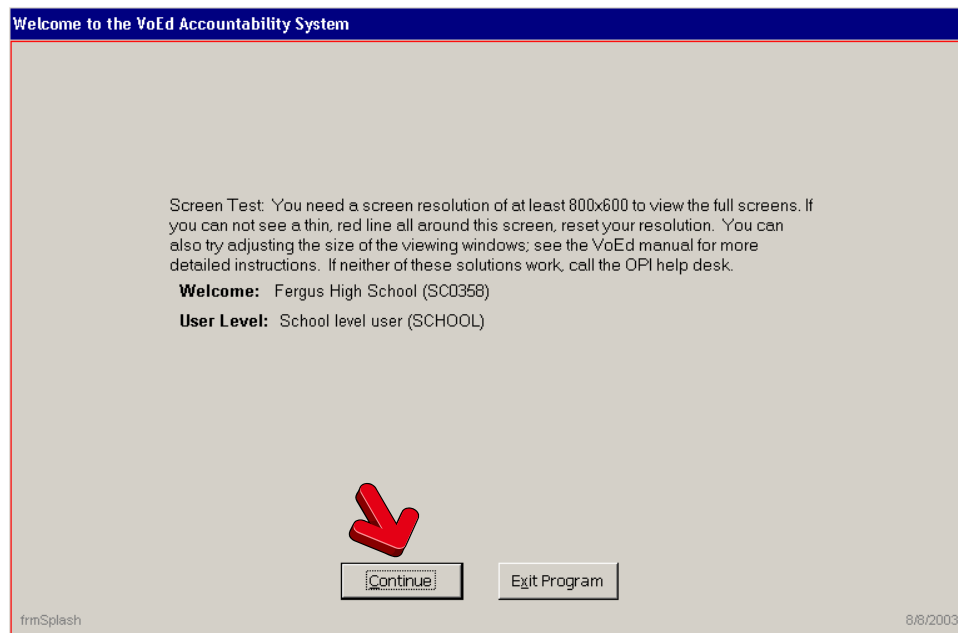
Information that leads to the identification of students is only appropriate for school employees who have a need to know and for organizations conducting certain studies for the school. However, such information must not be made available to the public.

Do not report results to the public for ANY grade level or demographic population of fewer than six students.

At the bottom of the window, there are two buttons: "I agree" and "I Disagree". A large red arrow points to the "I agree" button.

Resolution Check

If you see the thin red line, click “Continue.”



The screenshot shows a window titled "Welcome to the VoEd Accountability System". Inside, there is a text area with the following content:

Screen Test: You need a screen resolution of at least 800x600 to view the full screens. If you can not see a thin, red line all around this screen, reset your resolution. You can also try adjusting the size of the viewing windows; see the VoEd manual for more detailed instructions. If neither of these solutions work, call the OPI help desk.

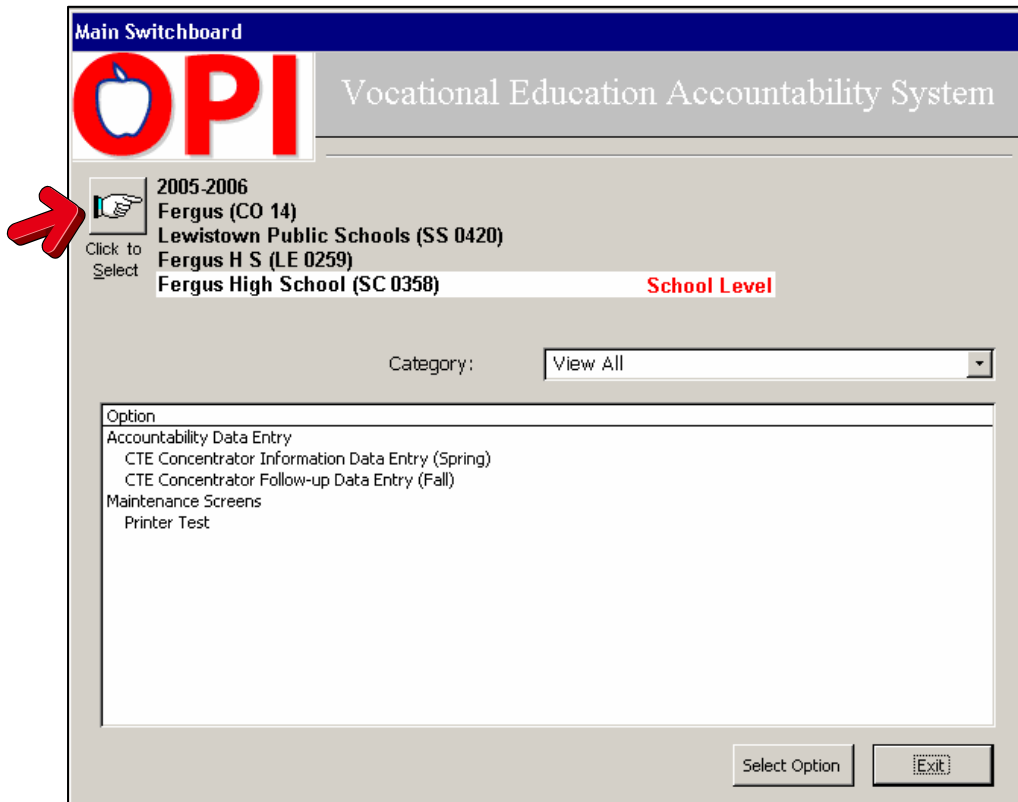
Welcome: Fergus High School (SC0358)

User Level: School level user (SCHOOL)

At the bottom of the window, there are two buttons: "Continue" and "Exit Program". A large red arrow points to the "Continue" button.

frmSplash 8/8/2003

IMPORTANT!! Concentrator information is stored under school year 2005~2006. Click on this button to change the school year.



Main Switchboard

OPI Vocational Education Accountability System

Click to Select

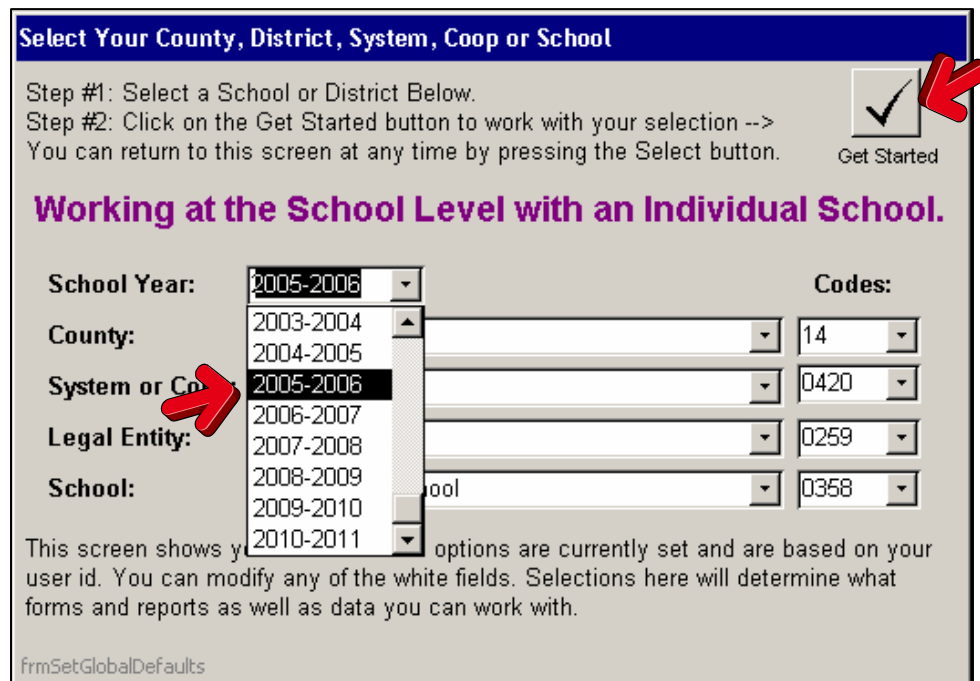
2005-2006
Fergus (CO 14)
Lewistown Public Schools (SS 0420)
Fergus H S (LE 0259)
Fergus High School (SC 0358) **School Level**

Category: View All

Option
Accountability Data Entry
CTE Concentrator Information Data Entry (Spring)
CTE Concentrator Follow-up Data Entry (Fall)
Maintenance Screens
Printer Test

Select Option Exit

After selecting 2005~2006, click “Get Started.”



Select Your County, District, System, Coop or School

Step #1: Select a School or District Below.
Step #2: Click on the Get Started button to work with your selection -->
You can return to this screen at any time by pressing the Select button.

☒ Get Started

Working at the School Level with an Individual School.

School Year: 2005-2006

County: 2003-2004
2004-2005
2005-2006
2006-2007
2007-2008
2008-2009
2009-2010
2010-2011

Codes:

14
0420
0259
0358

This screen shows your options are currently set and are based on your user id. You can modify any of the white fields. Selections here will determine what forms and reports as well as data you can work with.

frmSetGlobalDefaults

Double click on “CTE Concentrator Follow-up Data Entry (Fall)” or single click it and click “Select Option.”

Main Switchboard

OPI Vocational Education Accountability System

2005-2006
Fergus (CO 14)
Lewistown Public Schools (SS 0420)
Fergus H S (LE 0259)
Fergus High School (SC 0358) **School Level**

Category: View All

Option
Accountability Data Entry
CTE Concentrator Information Data Entry (Spring)
CTE Concentrator Follow-up Data Entry (Fall)

Maintenance Screens
Printer Test

Select Option Exit

Data entered during previous data collections is prepopulated. Follow-up data should be entered in the empty fields. Use the drop-down menus when appropriate.

frmStudentFollowup : Form

VoEd Concentrator Data Entry

2005-2006
Fergus (CO 14)
(SS 0420)
(LE 0259)
Fergus High School (SC 0358) **School Level**

Last Name: Doe First Name: Jessica High School Completion Status: [Dropdown]
Vocational Concentrator ID: [Empty Field] Program Use Code: Business Education
Gender: F Tech Prep: Y Race/Ethnicity: White, Non-Hispanic Current Primary Situation: [Dropdown] ★
Date Student Contacted: [Empty Field]
-OPTIONAL- Description of current situation - Field or Type of Work/Training (ie: airplane mechanic, agriculture etc.): [Empty Field] Projected Year of Graduation: 2006

Record: 1 of 50

Districts that used ID numbers will see numbers instead of names on this and subsequent screens.

★ See “Helpful Information” section on page 10.

If you prefer, you can enter data using the Multi-Record view.

frmStudentFollowup : Form

VoEd Concentrator Data Entry

2005-2006
Fergus (CO 14)
Lewistown Public Schools (SS 0420)
Fergus H S (LE 0259)
Fergus High School (SC 0358) **School Level**

Last Name	First Name	Vocational Concentrator ID	Gender	Tech Prep	High School Compl
Doe	J.J.		M	Y	
Doe	Jack		M	N	
Doe	Jackson		M	Y	
Doe	Jacob		M	Y	
Doe	Jake		M	Y	
Doe	Jamal		M	Y	
Doe	James		M	Y	
Doe	Jane		F	N	
Doe	Jared		M	N	
Doe	Jasmine		F	Y	
Doe	Jason		M	N	
Doe	Jessica		F	Y	

Record: 1 of 106

Single Record View Exit

When you have finished entering your follow-up data, click “Exit.” Your entries automatically save upon exit. You can return to the program at any time to make additions or corrections.

frmStudentFollowup : Form

VoEd Concentrator Data Entry

2005-2006
Fergus (CO 14)
Lewistown Public Schools (SS 0420)
Fergus H S (LE 0259)
Fergus High School (SC 0358) **School Level**

Last Name: Doe First Name: J.J. High School Completion Status: High School Diploma

Vocational Concentrator ID: Program Use Code: Agriculture Education

Current Primary Situation: Post Secondary Education

Gender: M Tech Prep: Y Race/Ethnicity: White, Non-Hispanic

Date Student Contacted: 11/07/2006

Projected Year of Graduation: 2006

-OPTIONAL- Description of current situation - Field or Type of Work/Training (ie: airplane mechanic, agriculture etc.): MSU College of Technology Great Falls

Record: 1 of 50

Multi-Record View Exit

To print a copy of your records, double click on “Accountability Followup Report” under the Staff Reports heading on the Main Switchboard page, or single click it and click on “Select Option.”

Main Switchboard

OPI Vocational Education Accountability System

2005-2006
 Fergus (CO 14)
 Lewistown Public Schools (SS 0420)
 Fergus H S (LE 0259)
 Fergus High School (SC 0358) **School Level**

Click to Select

Category: View All

Option

- Accountability Data Entry
- CTE Concentrator Information Data Entry (Spring)
- CTE Concentrator Follow-up Data Entry (Fall)
- Staff Reports
- Accountability Followup Report**
- Maintenance Screens
- Printer Test

Select Option Exit

This will bring up a report that can be printed by clicking “Print” on the menu bar.

Viewing Report using Server OPI\HLNNTTST3 - [qryAccountabilityFollowup]

Close Print Page Setup... Zoom

Type a question

OPI Linda McClintock, State Superintendent
 Office of Public Instruction
 Accountability Division
 P.O. Box 202801
 Helena MT 59620-2801

Carl Perkins Secondary Accountability - 2006
 Followup Survey

Due Date: December 31, 2006

During the month of November please complete this survey for all listed vocational concentrators.

District: Fergus H S LE: 0259
 School: Fergus High School SC: 0358

Vocational Education Concentrator:		Gender	*Race/ Ethnicity Code	Tech Prep	*High School Completion Status	Projected Year of Graduation	*Program Use Code	*Current Primary Situation Use Code	... OPTIONAL ... Description of current situation - Field or Type of Work/Training (e: airplane mechanic, agriculture,	Date Student Contacted
Student Name	ID Number	M/F								
Doe, J.J.	N/A	M	05	Y		2006	01			
Doe, Jackie	N/A	F	05	Y		2006	60			
Doe, Jacques	N/A	F	05	Y		2006	07			
Doe, Jake	N/A	M	05	Y		2006	21			
Doe, Jazmal	N/A	M	05	Y		2006	21			
Doe, Jazmes	N/A	M	05	N		2006	01			
Doe, Jane	N/A	F	05	Y		2006	07			
Doe, Janet	N/A	F	05	Y		2006	20			
Doe, Janie	N/A	F	05	Y		2006	20			
Doe, Jasmine	N/A	F	05	Y		2006	21			

You will be given the choice of saving this file as a pdf document or printing a paper version.

Print Message

The report will be saved as a PDF on your C: drive in a folder called OPI Reports. Saving reports as PDF is faster and provides you with a permanent electronic copy that you can print locally or email. These reports are accessible by toggling your screen from IRIS to your explorer window and opening the C:\OPI Reports folder.

The speed for saving to disk is a function of the speed of your modem. 56K modems are slower than DSL, Cable, T1, or Fiber internet connections.

If you must print directly, select the Print button, otherwise press Ok now.

OK - Save As PDF

Print

Cancel

frmPrintMessage

Click “Close” to exit the report.

VoEd - Test using Server OPIHLNNTTST3 - [qryAccountabilityFollowup]

Close

Print

Page Setup...

Zoom

Type a question

OPI

Linda McClellan, State Director
Office of Public Instruction
Accommodation: Glacier
P.O. Box 202501
Helena, MT 59620-2501

Carl Perkins Secondary Accountability - 2006

Followup Survey

Due Date: December 31, 2006

During the month of November please complete this survey for all listed vocational concentrators.

District: Fergus HS

LE: 0059





School: Fergus High School

SC: 0358

Vocational Education Concentrator:		Gender	*Race/ Ethnicity Code	Tech Prep	*High School Completion Status	Projected Year of Graduation	*Program Use Code	*Current Primary Situation Use Code	... OPTIONAL ... Description of current situation: Field or Type of Work/Training (e: airplane mechanic, agriculture,	Date Student Contacted
Student Name	ID Number									
Doe, J.J.	N/A	M	05	Y		2006	01			
Doe, Jackie	N/A	F	05	Y		2006	00			
Doe, Jacques	N/A	F	05	Y		2006	07			
Doe, Jake	N/A	M	05	Y		2006	21			
Doe, Jamal	N/A	M	05	Y		2006	21			
Doe, James	N/A	M	05	N		2006	01			
Doe, Jane	N/A	F	05	Y		2006	07			
Doe, Janet	N/A	F	05	Y		2006	20			
Doe, Janel	N/A	F	05	Y		2006	20			
Doe, Jasmine	N/A	F	05	Y		2006	21			

9

Helpful Information

- ♦ **Current Primary Situation Field:** When a student fits in a combination of situations, code the student according to the **PRIMARY** situation.
 - If a student is attending post-secondary education full-time and working part-time, code this student as “PS Education.”
 - If a student is working full-time and a member of the Montana National Guard part-time, code this student as “Employed.”
- ♦ You can navigate through the data without using the mouse by using the tab and/or Enter (Return) keys for forward movement and the shift+tab keys for backward movement. In drop-down fields, typing the first letter of the field choice will populate the field.
- ♦ Records save automatically when you advance to the next record and/or exit the program.
- ♦ Use the navigation buttons at the bottom of the screen to move between records. Use   to move to the previous/next record. Use   to go to the first or last record.
- ♦ The Escape key will clear all fields in an unsaved record.
- ♦ There is no “Submit” button. The Accountability system is a “real-time” system so you are submitting as you are entering.
- ♦ If you find a student who was incorrectly included in the concentrator database, **DO NOT DELETE** the student. Call Karla Beagles at (406) 444-9019 or e-mail kbeagles@mt.gov for assistance.

Carl D. Perkins Contact Information

Office of Public Instruction
Division of Career, Technical and Adult Education
Dr. Jody Messinger, Administrator
Karla Beagles, Accountability Specialist
PO Box 202501
Helena, MT 59620-2501
(406) 444-9019
(406) 444-1373 (fax)
www.opi.mt.gov/CTE

This manual is also available on the CTE page of the OPI Web site
<http://www.opi.mt.gov/CTE>

All student information in this booklet is fictional.



"The Office of Public Instruction is committed to equal employment opportunity and non-discriminatory access to all our programs and services. For information or to file a complaint, contact Kathy Bramer, OPI Title IX/EEO Coordinator at (406) 444-3161 or kbramer@mt.gov."